

**HAND CARRY INFORMATION**

**What is Hand Carry?**

Small items such as cartons and packages that can be hand carried by only one person through the main entrance of a facility during move-in and move-out that weighs less than 300 lbs.

Any mechanical assistance is limited to a small dolly (such as the luggage dolly shown below). The assistance of any motorized device or pallet jack is not permitted. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

Luggage dolly



**What does Hand Carry not include?**

Hand carry does not include the use of the items listed below and is NOT ACCEPTABLE for personal use. The following items are prohibited and can not be used to transport any hand carry material during the move-in and move-out of the trade show by an exhibitor or their exhibitor appointed contractor (EAC).

Four wheel dolly



Two wheel dolly



Four wheel push cart



Freeman has jurisdiction for the loading and unloading of all trucks, trailer and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting, and assembly of machinery and equipment as well as the reverse process.

Freeman has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the trade show. Freeman will not be responsible for any material it does not handle.